
















## Travel "Authorization" in TM – Document Preparer

Updated 09/04/01




- Logon to Travel Manager.
- Click New Document icon  on left side of screen.
- Select Authorization.
- Use  or  to locate traveler. From Traveler Lookup Screen, enter traveler's last name or SSN or use arrow keys. Click on SSN of traveler.
- Click on . An Authorization number will be assigned to document.
- Click . Complete all of the following fields in the itinerary:

	<b>Itinerary:</b>	<p><b>Authorization Number:</b> Enter as displayed in gray box above field.</p> <p><b>Purpose:</b> Select from drop down menu.</p> <p><b>Type:</b> Select "Single Trip" from drop down menu for TDY.</p> <p><b>Description:</b> Describe trip. For training, list course number and vendor.</p> <p><b>Beginning and Ending Dates of Travel:</b> Example: 010101, no slashes required.</p> <p><b>Points of Departure and Return:</b> Select from drop down menu.</p> <p><b>Trip Duration:</b> Select 12 hours or Less, 12-24 hours no lodging, 12-24 hours with lodging, or Multiple Days.</p> <p><b>Per Diem Location:</b> Click <input type="button" value="Add Location"/>. Type first 3 letters of city, click <input type="button" value="Search"/>. If location does not populate, click down arrow by Select Per Diem Location field and choose location from list. Click <input type="button" value="OK"/>. If location is not listed, contact ARC Travel Services.</p> <p><b>Comments:</b> Explain unusual circumstances such as leave taken or meals provided. Justification for actuals is required.</p>
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Click  to advance to ticketed transportation. If at any time you question what you have completed on the Authorization, click the Document Summary button  located first on the top toolbar.








	<b>Ticketed Transportation:</b>	<p>Click <input type="button" value="Add"/>. If traveler is to be reimbursed for ticket, select type INDV. If ticket is to be paid on government's centrally billed account, select type GOVT. Estimate and enter amount of ticket in <b>cost field</b>. Enter any other known information.</p> <p>Click <input type="button" value="OK"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Expenses:</b>	<p>Click <input type="button" value="Add"/>. Enter date of expense. Select appropriate expense from drop down expense list and enter estimated cost (except POV mileage where Travel Manager will calculate cost). Click <input type="button" value="Save"/>. Add each expense.</p> <p>When all expenses are entered, click <input type="button" value="Done"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Lodging/M&amp;IE:</b>	<p>This screen will populate. Review totals for accuracy. If actual lodging costs are authorized, meals provided, or leave taken, see instructions on next page. When finished with Lodging Itemized Screen, click <input type="button" value="OK"/>.</p> <p>Click <input type="button" value="Forward"/> when completed.</p>
	<b>Other Authorizations:</b>	<p>Select Other Authorizations by clicking on appropriate statement. Click <input type="button" value="Forward"/>.</p>
	<b>Accounting:</b>	<p>Select correct accounting code from list provided by clicking on highlighted <b>Label</b>. <b>DO NOT ADD YOUR OWN ACCOUNTING CODES</b>. If your office uses reporting categories, you must select the appropriate line that includes the required reporting category. Click <input type="button" value="Forward"/> to advance to the Totals screen.</p> <p>Please contact ARC Travel Services if you need an accounting code added to master list.</p>
	<b>Totals:</b>	<p>This lists the total estimated expenses for the trip and the computed advance authorized. The <input type="button" value="Detail"/> button will show categories of expenses along with Total and Advance amounts for M&amp;IE and miscellaneous expenses. Click <input type="button" value="Close"/> to exit this screen. Click <input type="button" value="Forward"/>. To request an advance and have it recorded in Travel Manager, please contact ARC Travel Services prior to the approving official approving the authorization.</p>
	<b>Traveler Information:</b>	<p>Click on Traveler Information icon  to verify the Routing List for document. If change is made for this document only, uncheck the box at the bottom of the screen that makes this change permanent.</p>
 	<b>Pre-Audit &amp; Document Status:</b>	<p>Prior to signing, run Pre-Audits by clicking  icon to detect audit fails. Click <input type="button" value="Detail"/> button for each FAIL. Read the detailed instructions to see if a correction needs to be made to document. Click <input type="button" value="Return"/> button. For comments only, use scroll bar or down arrow to get to bottom of screen. Click <input type="button" value="Justify"/> button and type comment or justification. These will automatically appear in the Comments area of the document. Click <input type="button" value="OK"/>, then <input type="button" value="Close"/>.</p> <p>To sign document, click the  icon. Enter your Signature PIN and click <input type="button" value="Stamp"/>. The Pre-Audits may run again. Click Continue when Pre-Audits are okay. The status of the document and history can also be checked on this screen.</p>

### Other icons:


	<b>Group Authorization:</b>	This button is not used.
	<b>Reservations:</b>	This button is not used.
	<b>Comments:</b>	Explain unusual circumstances such as leave taken or meals provided. Justification for actuals is required.


## Travel “Authorization” in TM – Document Preparer, continued


### Other Procedures:












Function	Description
<b>Actual Lodging &amp; Meals/ Meals Provided/ Leave Taken</b>	<p>Actual expenses must be authorized for the trip if needed. The reasons <u>must</u> be entered in the Comments section. Valid justifications for actuals are:</p> <ul style="list-style-type: none"> <li>• Lodging obtained where meeting, conference, or training is being held.</li> <li>• Escalated costs due to special events in the area such as Olympics; lodging cannot be obtained nearby; more cost effective than commuting; no rooms available at Government rate.</li> <li>• Because of Agency's mission requirements.</li> <li>• Any other reason approved within agency. Please specify reason.</li> </ul> <p></p> <ul style="list-style-type: none"> <li>• Select Lodging/M&amp;IE icon</li> <li>• Select highlighted date on which actuals are authorized, meals provided or leave taken.</li> <li>• For Actuals, click on Lodging and/or Meals boxes, a check mark will appear and maximum lodging and meals allowed is calculated and displayed in the limit field. Put actual lodging and meals allowed in “Lodging” and “Meals” blocks.</li> <li>• For Meals Provided, indicate the meal(s) (Breakfast, Lunch, &amp; Dinner) that will be provided by clicking the box next to the meal. A check mark will appear.</li> <li>• For Leave Taken, indicate type of leave and hours taken in Leave Data section. After all actuals, meals provided and leave data are complete, click . Travel Manager will adjust lodging and per diem amounts for the day. Review amounts allowed and select another day if applicable.</li> <li>• If these costs will occur through a particular date, enter that date in the Values Apply Through area on the right of the screen. Click .</li> <li>• Review amounts for accuracy. Click .</li> </ul> <p>Continue with Steps for Other Authorizations of the creating an authorization procedure.</p>
<b>Amended/Canceled Authorizations</b>	<p>An amended authorization is a replacement document for an original authorization that has already been posted in the accounting system. A canceled authorization is a document used to remove a trip from the accounting system. Since both amendments and canceled documents change the original authorization, the original must be selected as the document being amended or canceled.</p> <ul style="list-style-type: none"> <li>• Review original authorization to determine if an amendment or cancellation is necessary (current status must be Datalink or Extracted). If document has any other status, call ARC Travel Services for assistance.</li> <li>• If an amendment or cancellation is required, click New Document icon  and select Amendment.</li> <li>• Select Traveler and Authorization to be amended/canceled.</li> <li>• TM automatically names the document the original name and a –1 Example: Authorization originally named XXT1000001 would be named XXT1000001-1.</li> <li>• Tab to Comments field and provide reason(s) the authorization is being amended or canceled.</li> <li>• Tab to Signature PIN field, type in your electronic signature and click .</li> <li>• Verify travel Authorization number. The Authorization number should NOT be changed; it must match the number in original TA document.</li> <li>• In Itinerary section, change date to today's date and click down arrow for the TYPE. Select Amendment or Cancellation.</li> <li>• For AMENDMENTS ONLY, make necessary changes to Itinerary, Ticketed Transportation, Lodging/M&amp;IE, Expenses or Totals.</li> <li>• If you need to change the accounting, original authorization must be canceled and a new authorization created with correct accounting.</li> <li>• For AMENDMENTS and CANCELLATIONS, select Comments icon  and provide the reason(s) for the amendment/cancellation.</li> </ul> <p>Continue with Steps for Pre-Audit and Document Status of the creating an authorization procedure.</p>

## Travel “Voucher from Authorization” in TM – Document Preparer




- Logon to Travel Manager. Click New Document icon  on left side of screen.
- Select Voucher from Authorization.
- Use  or  to locate traveler. From Traveler Lookup Screen, enter traveler's last name or SSN or use arrow keys to search for name. Click on traveler's SSN.
- Select desired Authorization. Click .
- Ensure information for itinerary is correct and modify as necessary.

	<b>Itinerary:</b>	<p><b>Authorization Number:</b> Must match the one on the authorization for the trip.</p> <p><b>Purpose:</b> Verify correct Purpose pulled forward from authorization.</p> <p><b>Type:</b> Verify “Single Trip” for TDY.</p> <p><b>Description:</b> Describe trip. For training, list course number and vendor.</p> <p><b>Beginning and Ending Dates of Travel:</b> Verify dates of trip are correct.</p> <p><b>Points of Departure and Return:</b> Verify depart and return locations are correct.</p> <p><b>Trip Duration:</b> Review for accuracy. Change if incorrect.</p> <p><b>Per Diem Location:</b> If any changes are made, you must check the box “Replace ALL lodging and M&amp;IE information on this document”.</p> <p><b>Comments:</b> Explain unusual circumstances such as leave taken or meals provided. Justify actuals.</p>
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Click  to advance to ticketed transportation. Click the Document Summary icon  located first on the top toolbar to see the summary and then click the icon to the left to see the detailed screen for that section. Adjust expenses to actual amounts incurred for the trip.

	<b>Ticketed Transportation:</b>	<p>Verify ticket information by clicking on the highlighted Ticket No. In Ticket No. field, delete “Enter Ticket Number Here 1”. Enter 10-digit ticket number. Example: Number on ticket “006 1234567890 0” enter 1234567890.</p> <p>Enter actual cost of ticket in cost field. Update other fields. Click <input type="button" value="OK"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Expenses:</b>	<p>Delete any expenses pulled from authorization but not incurred. To edit an expense, click on its date and enter the actual cost—except POV mileage, where cost is calculated from Miles field. Click <input type="button" value="Save"/>. To add an expense, click <input type="button" value="Add"/>.</p> <p>Enter date, select expense from the Expense List, and enter cost. Click <input type="button" value="Save"/>.</p> <p>When all expenses are entered, click <input type="button" value="Done"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Lodging/M&amp;IE:</b>	<p>This screen will populate. Click on the highlighted date to adjust the lodging expense to actual amount incurred. Type actual amount of expense in the Lodging field. If lodging expense is same amount for entire trip, enter last day of trip in Values Apply Through field. Click <input type="button" value="OK"/>. If actual lodging costs are authorized, meals are provided, or leave is taken, see instructions on next page. Click <input type="button" value="Forward"/> to advance to accounting.</p>
	<b>Accounting:</b>	<p>Verify accounting information is correct for voucher. Click <input type="button" value="Forward"/> to advance to totals.</p> <p>If accounting code for voucher is different, the original authorization must be canceled and a new authorization prepared.</p>
	<b>Totals:</b>	<p>This lists total expenses for the trip. Click <input type="button" value="Detail"/> for review. If an advance was received, ensure it is applied as a reduction to amount owed traveler. To exit this screen, click <input type="button" value="Close"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Traveler Information:</b>	<p>Click on Traveler Information icon  to verify the Routing List for document. If change is made for this document only, uncheck the box at the bottom of the screen that makes this change permanent.</p>
 	<b>Pre-Audit and Document Status:</b>	<p>This is where the document is signed. Prior to signing document, run Pre-Audits by clicking the  icon to detect audit fails. Click the <input type="button" value="Detail"/> button for each FAIL. Read the detailed instructions to see if a correction needs to be made. Click <input type="button" value="Return"/>. For comments only, use the scroll bar or down arrow to get to the bottom of the screen. Click <input type="button" value="Justify"/> and type a comment or justification, which will automatically appear in the Comments area of the document. Click <input type="button" value="OK"/>, then <input type="button" value="Close"/>. Have Traveler select the  icon and enter their Signature PIN. Click <input type="button" value="Stamp"/>. Pre-Audits may run again. Click Continue when Pre-Audits are okay. The status and history can also be checked on this screen.</p>







### Other icons:

	<b>Group Authorization:</b>	This button is not used.
	<b>Reservations:</b>	This button is not used.
	<b>Comments:</b>	Explain unusual circumstances such as leave taken or meals provided. Justification for actuals is required.

**Any receipts or other supporting documentation must be maintained for a minimum of 6 years for audit purposes.**

## Travel “Voucher from Authorization” in TM – Document Preparer, Continued

### Other Procedures:

Function	Description
<b>Actual Lodging &amp; Meals/ Meals Provided/ Leave Taken</b>	<p>Actual expenses must be authorized for the trip if needed. The reasons <b>MUST</b> be entered in the Comments section. Valid justifications are:</p> <ul style="list-style-type: none"> <li>Lodging obtained where meeting, conference, or training is being held.</li> <li>Escalated costs due to special events in the area such as Olympics; lodging cannot be obtained nearby; more cost effective than commuting; no rooms available at Government rate.</li> <li>Because of Agency’s mission requirements.</li> <li>Any other reason approved by the agency. Specify reason.</li> </ul> <p>  </p> <ul style="list-style-type: none"> <li>Select Lodging/M&amp;IE icon</li> <li>Select highlighted date on which actuals are authorized, meals are provided or leave is taken.</li> <li>For ACTUALS, click on the Lodging and/or Meals boxes, a check mark will appear and maximum lodging and meals allowed is calculated and displayed. Put the actual lodging and meals allowed in the “Lodging” and “Meals” blocks.</li> <li>For MEALS PROVIDED, indicate the meal(s) (Breakfast, Lunch, &amp; Dinner) that will be provided by clicking the box next to the meal. A check mark will appear.</li> <li>For LEAVE TAKEN, indicate type of leave and hours taken in Leave Data section. After all actuals, meals provided</li> </ul> <p>and leave data are complete, click . Travel Manager will adjust the lodging and per diem amounts for the day. Review amounts allowed and select another day if applicable.</p> <ul style="list-style-type: none"> <li>If these costs will occur through a particular date, enter that date in the Values Apply Through area on the right of the screen. Click . Review amounts for accuracy. Click .</li> </ul> <p>Continue with Steps for Other Authorizations of the creating a voucher from authorization procedure.</p>
<b>Supplemental</b>	<p>Occasionally, after the voucher has been submitted and paid, the traveler requests reimbursement for additional expenses from the trip that was not on the original voucher. The following must be done:</p> <ul style="list-style-type: none"> <li>Review original voucher to determine if a supplemental voucher is necessary—current status must be Datalink or Extracted. If voucher has any other status a supplemental voucher is not necessary. Call ARC Travel Services for more details on when to prepare a supplemental voucher.</li> <li>If required, click New Document icon  and select Amendment.</li> <li>Select Traveler and Voucher being supplemented.</li> <li>TM automatically names the voucher with the original name and a -1 Example: Voucher originally named XXT0000001 would be named XXT00000001-1.</li> <li>Tab to Comments field and give reasons for supplemental voucher.</li> <li>Tab to Signature PIN field, type in your electronic signature and click .</li> <li>In Itinerary, click on down arrow for the TYPE and select <b>Supplemental</b> from drop down list.</li> <li>Select appropriate expense section and add or update additional expense being claimed.</li> <li>Select Comments icon and give reasons for supplemental voucher.</li> </ul> <p>Continue with Steps for Pre-Audit and Document Status of the creating a voucher from authorization procedure.</p>

### TRAVEL CONTACTS

**TM Password, Printer and Access Questions**  
**Other Travel Manager or Travel Questions**  
**Travel Fax**  
**Travel Email**

**304-480-7272**  
**304-480-8000**  
**304-480-7200**  
**Travel@BPD.Treas.Gov**

### Additional Information

#### Common Carrier Identifiers: (Used for Ticketed Transportation)

US	US Air	AE	American Eagle	NW	North Western or North West
TW	Trans World Air	AT	Amtrak	CO	Continental
AA	American	UA	United	DL	Delta
SW	Southwest				

#### Commonly Misclassified expenses:

**POV - Standard (.345) and POV - Reduced rates(.285) - Used to claim reimbursement for the use of a personal vehicle.**

**Public Trans - Includes Metro, bus, shuttle.**


**Gas - Rental Vehicle - Includes the cost of purchasing gasoline for BOTH rental car and Government vehicles.**


**Tolls/Parking - Includes the cost of tolls and parking for POV, rental cars and government vehicles.**


**Special - For use ONLY as instructed by the ARC Travel Services. Add a comment explaining the special expense.**












**Laundry/Dry Cleaning – Can only be claimed for a four night or more consecutive stay at a domestic location.**

## Travel “Voucher Only” in TM – Document Preparer




- Logon to Travel Manager. Click New Document icon  on left side of screen.
- Select Voucher option.
- Use  or  to locate traveler. From Traveler Lookup Screen, enter traveler's last name or SSN or use arrow keys to search for name. Click on traveler's SSN.
- Click  and a Voucher number will be assigned to document.
- Click .
- Enter information or choose from the drop down menu if available for itinerary.

	<b>Itinerary:</b>	<p><b>Authorization Number:</b> Enter as displayed in gray box above field.</p> <p><b>Purpose:</b> Select from drop down menu.</p> <p><b>Type: “Single Trip”</b> for TDY. Select from drop down menu.</p> <p><b>Description:</b> Describe trip. For training, list course number and vendor</p> <p><b>Beginning and Ending Dates of Travel:</b> Example: 010101, no slashes required.</p> <p><b>Points of Departure and Return:</b> Select from drop down menu.</p> <p><b>Trip Duration:</b> Select 12 hours or Less, 12-24 hours no lodging, 12-24 hours with lodging, or Multiple Days.</p> <p><b>Per Diem Location:</b> Use <input type="button" value="Add Location"/> button. Type first three letters of city, click <input type="button" value="Search"/>. If location does not populate, click down arrow by Select Per Diem Location field and choose location from list. Click <input type="button" value="OK"/>. If your location is not listed, contact ARC Travel Services.</p> <p><b>Comments:</b> Explain unusual circumstances such as leave taken or meals provided. Justify actuals.</p>
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- Click . If at any time you question what you have completed on the Voucher, click the Document Summary button  located first on the top toolbar.

	<b>Ticketed Transportation:</b>	<p>Click <input type="button" value="Add"/>. If traveler is to be reimbursed for the ticket, select the type INDV. If ticket is to be paid on government's centrally billed account, select GOVT. In Ticket No. field, delete “Enter Ticket Number Here 1”. Enter 10-digit ticket number. Example: Number on ticket “006 1234567890 0” enter 1234567890. Enter amount of ticket in <b>cost field</b>.</p> <p>Enter other known information. Click <input type="button" value="OK"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Expenses:</b>	<p>Click <input type="button" value="Add"/>. Enter date of expense. Select expense from drop down menu and enter actual cost for that expense (except in cases of POV mileage where Travel Manager will calculate cost). Click <input type="button" value="Save"/>. Add each expense in this manner.</p> <p>When all are entered, click <input type="button" value="Done"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Lodging/M&amp;IE:</b>	<p>This screen will populate. Review totals for accuracy. Click on highlighted date to adjust lodging expense to actual amount incurred. Type actual amount in Lodging field. If lodging expense is the same amount for entire trip, enter the last day of trip in the Values Apply Through field. Click <input type="button" value="OK"/>. If actual lodging costs are authorized, meals are provided, or leave is taken, see instructions on next page. When completed, click <input type="button" value="Forward"/>.</p>
	<b>Accounting:</b>	<p>Select the correct accounting code from the list provided by clicking on the highlighted <b>Label</b>. If your office uses reporting categories, you must select the line that includes the required reporting category. <b>DO NOT ADD YOUR OWN</b></p> <p><b>ACCOUNTING CODES.</b> Click <input type="button" value="Forward"/>.</p> <p>Please contact ARC Travel Services if you need an accounting code added to the master list.</p>
	<b>Totals:</b>	<p>This lists total expenses for trip. Net To Traveler shows amount traveler will receive. The <input type="button" value="Detail"/> button will show categories of expenses along with amounts for M&amp;IE and miscellaneous expenses. Click <input type="button" value="Close"/>. Click <input type="button" value="Forward"/>.</p>
	<b>Traveler Information:</b>	<p>Click on Traveler Information icon  to verify the Routing List for document. If change is made for this document only, uncheck the box at the bottom of the screen that makes this change permanent.</p>
 	<b>Pre-Audit &amp; Document Status:</b>	<p>This is where the document is signed. Prior to signing document, run Pre-Audits by clicking the  icon to detect audit fails. Click <input type="button" value="Detail"/> for each FAIL. Read the detailed instructions to see if a correction needs to be made.</p> <p>Click <input type="button" value="Return"/>. For comments only, use the scroll bar or down arrow to get to the bottom of the screen. Click <input type="button" value="Justify"/> and type a comment or justification, which will automatically appear in the Comments area of the document. Click <input type="button" value="OK"/>.</p> <p>then <input type="button" value="Close"/>. Have Traveler select the  icon and enter their Signature PIN. Click <input type="button" value="Stamp"/>.</p> <p>The status and history can also be checked on this screen.</p>

### Other icons:







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	<b>Reservations:</b>	This button is not used.
	<b>Comments:</b>	Explain unusual circumstances such as leave taken or meals provided. Justification for actuals is required.

**Any receipts or other supporting documentation must be maintained for a minimum of 6 years for audit purposes.**



## Travel “Voucher Only” in TM – Document Preparer, continued

### Other Procedures:

Function	Description
<b>Actual Lodging &amp; Meals/ Meals Provided/ Leave Taken</b>	<p>Actual expenses must be authorized for the trip if needed. The reasons <u>must</u> be entered in the Comments section. Valid justifications are:</p> <ul style="list-style-type: none"> <li>Lodging obtained where meeting, conference, or training is being held.</li> <li>Escalated costs due to special events in area such as Olympics; lodging cannot be obtained nearby; more cost effective than commuting; no rooms available at Government rate.</li> <li>Because of Agency's mission requirements.</li> <li>Any other reason approved by agency. Specify reason.</li> </ul> <p>Select Lodging/M&amp;IE icon .</p> <ul style="list-style-type: none"> <li>Select highlighted date on which actuals are authorized, meals provided or leave taken.</li> <li>For <u>Actuals</u>, click on the Lodging and/or Meals boxes, a check mark will appear and maximum lodging and meals allowed is calculated and displayed. Put the actual lodging and meals allowed in the “Lodging” and “Meals” blocks.</li> <li>For <u>Meals Provided</u>, indicate the meal(s) (Breakfast, Lunch, &amp; Dinner) that will be provided by clicking the box next to the meal. A check mark will appear.</li> <li>For <u>Leave Taken</u>, indicate type of leave and hours taken in Leave Data section. After all actuals, meals provided and leave data are complete, click . Travel Manager will adjust the lodging and per diem amounts for the day. Review amounts allowed and select another day if applicable.</li> <li>If these costs will occur through a particular date, enter that date in the Values Apply Through area on the right of the screen. Click . Review amounts for accuracy. Click .</li> </ul> <p>Continue with Steps for Other Authorizations of creating a voucher procedure.</p>
<b>Supplemental</b>	<p>Occasionally, after the voucher has been submitted and paid, the traveler requests reimbursement for additional expenses from the trip that was not on the original voucher. The following must be done:</p> <ul style="list-style-type: none"> <li>Review original voucher to determine if supplemental voucher is necessary—current status must be Datalink or Extracted. If voucher has any other status a supplemental voucher is not necessary. Call ARC Travel Services for more details on when to prepare a supplemental voucher.</li> <li>If required, click New Document icon  and select Amendment.</li> <li>Select Traveler and Voucher being supplemented.</li> <li>TM automatically names the voucher with its original voucher name and a –1. Example: Voucher originally named XXT0000001 would be named XXT00000001-1.</li> <li>Tab to Comments field and give reasons for supplemental voucher.</li> <li>Tab to Signature PIN field, type in your electronic signature and click .</li> <li>In Itinerary, click on down arrow for the TYPE and select <b>Supplemental</b> from drop down list.</li> <li>Select appropriate expense section and add or update additional expense being claimed.</li> <li>Select Comments icon and add give reasons for supplemental voucher.</li> </ul> <p>Continue with Steps for Pre-Audit and Document Status of the creating a voucher procedure.</p>

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### Additional Information

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AA	American	UA	United	DL	Delta
SW	Southwest				

#### Commonly Misclassified expenses:

**POV - Standard (.345) and POV - Reduced rates(.285) - Used to claim reimbursement for the use of a personal vehicle.**

**Public Trans** - Includes Metro, bus, shuttle.


**Gas - Rental Vehicle** - Includes the cost of purchasing gasoline for BOTH rental car and Government vehicles.


**Parking/Tolls** - Includes the cost of tolls and parking for POV, rental cars and government vehicles.



**Special** - For use ONLY as instructed by the ARC Travel Services. Add a comment explaining the special expense.









**Laundry/Dry Cleaning** – Can only be claimed for four night or more consecutive stay at a domestic location.

## Travel “Blanket Authorization - LOA (Cost)” in TM – Document Preparer





- Logon to Travel Manager.
- Click New Document icon  on left side of screen.
- Select Authorization.
- Use  or  to locate traveler. From Traveler Lookup Screen, enter traveler's last name or SSN or use arrow keys. Click on SSN of traveler.
- Click on . An Authorization number will be assigned to the document.
- Click . Complete all of the following fields in the itinerary:

	<b>Itinerary:</b>	<p><b>Authorization Number:</b> Enter as displayed in gray box above field.</p> <p><b>Purpose:</b> Select <b>BLANKET</b> from drop down menu.</p> <p><b>Type:</b> Select “<b>LOA (COST)</b>” from drop down menu (Limited Open Authorization).</p> <p><b>Description:</b> Type in “To perform travel on official business CONUS &amp; OCONUS as necessary”.</p> <p><b>Beginning and Ending Dates of Travel:</b> Date of blanket period. Example: 100100, no slashes required.</p> <p><b>Points of Departure and Return:</b> Select from drop down menu.</p> <p><b>Trip Duration:</b> Verify that trip duration is <b>Multiple Days</b>.</p> <p><b>Per Diem Location:</b> Click <input type="button" value="Add Location"/>. Type <b>CONUS</b>, click <input type="button" value="Search"/>. Verify the per diem location pulled through correctly as <b>CONUS INC RATE,XX</b>. Click <input type="button" value="OK"/>. Click <input type="button" value="Override"/>. Enter estimated cost for the period in Lodging field. Enter 0.00 in the M&amp;IE field.</p> <p>Click <input type="button" value="OK"/>.</p> <p><b>Comments:</b> Type the period the blanket is covering. Example: Blanket for period 10/01/00 – 09/30/01.</p>
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


Click  to advance to ticketed transportation. No information is required on this screen. If at any time you question what you have completed on the Authorization, click the Document Summary button  located first on the top toolbar. Click Other Authorizations icon  from the top toolbar to continue.


	<b>Other Authorizations:</b>	Select <b>BLANKET STATEMENT</b> from the list. Click <input type="button" value="Forward"/> .
	<b>Accounting:</b>	Select correct accounting code from list provided by clicking on highlighted <b>Label</b> . <b>DO NOT ADD YOUR OWN ACCOUNTING CODES</b> . If your office uses reporting categories, you must select the appropriate line that includes the required reporting category. Click <input type="button" value="Forward"/> to advance to the Totals screen. Please contact ARC Travel Services if you need an accounting code added to master list.
	<b>Traveler Information:</b>	Click on Traveler Information icon  to verify the Routing List for document. If change is made for this document only, uncheck the box at the bottom of the screen that makes this change permanent. Click <input type="button" value="OK"/> .
 	<b>Pre-Audit &amp; Document Status:</b>	<p>Prior to signing, run Pre-Audits by clicking  icon to detect audit fails. Click <input type="button" value="Detail"/> button for each FAIL. Read the detailed instructions to see if a correction needs to be made to document. Click <input type="button" value="Return"/> button. For comments only, use scroll bar or down arrow to get to bottom of screen. Click <input type="button" value="Justify"/> button and type comment or justification. These will automatically appear in the Comments area of the document. Click <input type="button" value="OK"/>, then <input type="button" value="Close"/>.</p> <p>To sign document, click the  icon. Enter your Signature PIN and click <input type="button" value="Stamp"/>. The Pre-Audits may run again. Click Continue when Pre-Audits are okay. The status of the document and history can also be checked on this screen.</p>



### Other icons:



























	<b>Group Authorization:</b>	This button is not used.
	<b>Expenses:</b>	No expense information required for Blanket authorization (LOA-Cost).
	<b>Lodging/M&amp;IE:</b>	The Lodging/M&IE section will be grayed out in the authorization since CONUS INC RATE XX was selected as the per diem location.
	<b>Reservations:</b>	This button is not used.

## Travel “Authorization”/ “Voucher” in TM – Traveler/Budget Reviewer/Approving Official





- After receiving Email notice, logon to Travel Manager and the following message will appear, “There are Documents Awaiting Your Review and Approval”.
- Click .
- Click Review Document icon  on left side of screen.
- Click on document to be reviewed. The Signature PIN screen will appear.
- Type your Signature PIN. Click .
- The document will open to the Document Summary window. From this window, you can access any section of the traveler's document to review accounting data, expenses, etc. Ensure information for itinerary is correct and modify as necessary.

	<b>Itinerary:</b>	<p><b>Authorization Number:</b> Must match number as displayed in gray box above field.</p> <p><b>Purpose:</b> Verify trip purpose.</p> <p><b>Type:</b> Verify “Single Trip” for TDY.</p> <p><b>Description:</b> Describe trip. For training, list course number and vendor.</p> <p><b>Beginning and Ending Dates of Travel:</b> Verify that begin and end dates of trip are correct.</p> <p><b>Points of Departure and Return:</b> Verify depart and return locations are correct.</p> <p><b>Trip Duration:</b> Review for accuracy. Change if incorrect.</p> <p><b>Per Diem Location:</b> If any changes are made, you must check the box “Replace ALL Lodging and M&amp;IE information on this document”.</p> <p><b>Comments:</b> Explain unusual circumstances such as leave taken or meals provided. Justify actuals.</p>
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Click . If at any time you question what you have reviewed on the document, click the Document Summary button  located first on the top toolbar.


	<b>Ticketed Transportation:</b>	Verify ticket information by clicking on highlighted Ticket No. If traveler is to be reimbursed for the ticket, select type INDV. If ticket is to be paid on government's centrally billed account, select GOVT. If voucher, verify the 10-digit number and cost with receipt. Click  . Click  .
	<b>Expenses:</b>	Verify each expense and estimated cost by clicking on the highlighted date of expense. If traveler is NOT traveling by air or Amtrak, a mode of transportation must be listed. (POV-Standard or Reduced, Rental Vehicle, Government Vehicle, or Passenger). If Passenger or Government Vehicle is selected, the cost must be \$0.00. If traveling POV, the number of miles and cost will be listed. For voucher, review receipts supporting expense if applicable. Click  when finished.
	<b>Lodging/M&amp;IE:</b>	This screen will populate. Review totals for accuracy. Verify amounts if actual lodging costs are authorized, meals provided, or leave taken. When finished with the Lodging Itemized Screen, click  . Click  .
	<b>Other Authorizations:</b>	For authorization, review Other Authorizations by clicking on the appropriate statement. Click  .
	<b>Accounting:</b>	Budget Reviewers verify that travel funds are available for the accounting code selected. <b>DO NOT ADD YOUR OWN ACCOUNTING CODES.</b> If your office uses reporting categories, you must select the appropriate line that includes the required reporting category. Verify accounting information for voucher. Click  . Please contact ARC Travel Services if you need an accounting code added to the master list.
	<b>Totals:</b>	The authorization lists total estimated expenses for the trip and the computed advance authorized. The voucher lists total expenses incurred during the trip. Click  to review categories of expenses and advance information. To exit this screen, click  . Click  . To request an advance and have it recorded in Travel Manager, contact ARC Travel Services prior to the approving official approving the authorization.
	<b>Pre-Audit</b>	Prior to signing the document, run the Pre-Audits by clicking the  icon to detect audit fails. Click  button for each FAIL. Read instructions to see if a correction needs to be made to the document. Click  button. For comments only, use the scroll bar or down arrow to get to the bottom of the screen. Click  button and type a comment or justification. These automatically appear in the Comments area of the document. Click  , then  .
	<b>Document Status</b>	Click the  icon. Traveler's status will default to SIGNED on voucher. Budget Reviewer's status will default to EXAMINED. Approving Official's status will default to APPROVED. Never change the default status. If you do not make any adjustments to the document, you must check STAMP DOC WITHOUT ADJUSTMENT box before signing. Add remarks in remarks column. Enter your Signature PIN. Click  . Wait until you get a blank screen before striking any keys.











### Other icons:

	<b>Traveler Information:</b>	Use this screen to change the Routing List for a single document. Remember to uncheck the box at the bottom of the screen that makes this change permanent.
	<b>Group Authorization:</b>	This button is not used.
	<b>Reservations:</b>	This button is not used.
	<b>Comments:</b>	Explain unusual circumstances such as leave taken or meals provided. You must enter a justification for actuals.



## Local Voucher in Travel Manager – Document Preparer

- Logon to Travel Manager.
- Click **New Document** icon  on left side of screen. Select **Local Voucher** option.
- Use **SSN Search** or **Name Search** to locate traveler. From Traveler Lookup Screen, enter traveler's last name or SSN or use arrow keys to search for name. Click on SSN of traveler.
- Click **Auto Name** and a number will be assigned to the document.
- Click **Submit** to advance to Expense window.
- At this point, the screens that ensue follow the same order as the Document Summary screen.

	<b>Expenses:</b>	Click <b>Add</b> . Enter actual date of expense. Use drop down menu to select appropriate expense from Expense List . Type additional information in the expense field after the colons. Enter actual cost for that expense. Click <b>Add</b> to enter each expense in this manner. If entering POV expense, type the round trip mileage in the Miles field. The system will calculate the cost for you. Click <b>OK</b> . Click <b>Forward</b> when all expense are entered.
	<b>Accounting:</b>	Click on the highlighted label to select accounting code. Click <b>Forward</b> .
	<b>Comments:</b>	Explain unusual expenses. Click <b>Forward</b> .
	<b>Totals:</b>	This lists total expenses for the document. Click <b>Detail</b> to review the expense category detail. Click <b>Close</b> to exit. Click <b>Forward</b> .
	<b>Traveler Information:</b>	Use this screen to change the Routing List for a single Local Voucher. Remember to uncheck the box at the bottom of the screen that makes this change permanent.
	<b>Document Summary:</b>	In Authorization Number field, type the Local Voucher Number that was assigned by the auto-naming feature (same number as in gray box above). Review the local voucher for accuracy.
 	<b>Pre-Audit and Document Status:</b>	Prior to traveler signing document, run Pre-Audits by clicking the  icon to detect audit fails. Click <b>Detail</b> button for each FAIL. Read detailed instructions to see if a correction needs to be made to the document. Click <b>Return</b> . For comments only, use the scroll bar or down arrow to get to the bottom of the screen. Click <b>Justify</b> and type a comment or justification. These will automatically appear in the Comments area of the document. Click <b>OK</b> , then <b>Close</b> . Have the Traveler select the  icon and enter their Signature PIN. Click <b>Stamp</b> . The status of the document and history can also be checked on this screen.

## Passwords/Signatures and Delegation of Authority




### Reset Password/ Signature/ Delegate Authority

The steps below are directions on how to reset a password/signature/delegate authority in TM. Passwords should be changed on a regular basis or when compromised. *Signature PIN/password must be a combination of 8 to 16 letters and numbers and is upper/lower case sensitive.*


Step	Action
1	Logon to Travel Manager.
2	Click on <b>Setup</b> icon  ; then <b>Setup</b> from top toolbar.
3	<p><b><u>For passwords/signature:</u></b></p> <ul style="list-style-type: none"> <li>Click on <b>Set Password/Signature</b>.</li> <li>Type your current password/signature.</li> <li>Type new password/signature.</li> <li>Confirm your password in the Verify Password/Signature field.</li> <li>Click <b>OK</b>.</li> </ul> <p><b><u>To delegate your authority:</u></b></p> <ul style="list-style-type: none"> <li>Click on <b>Delegate Authority</b>.</li> <li>Click on name of person to whom you are delegating your authority.</li> <li>Type your Signature PIN.</li> <li>Click <b>OK</b>.</li> </ul> <p>NOTE: To delete delegation, click <b>Delete</b> next to delegated person's name.</p>

**Any receipts or other supporting documentation must be maintained for a minimum of 6 years for audit purposes.**

## Adding and Updating Traveler Information in TM

Step	Action
1.	<ul style="list-style-type: none"> <li>Login to Travel Manager.</li> <li>Click on New Document icon  on left side of screen.</li> <li>Select Authorization option.</li> <li>Click .</li> </ul>
2.	<p>Complete the following fields on the Traveler Information screen:</p> <ul style="list-style-type: none"> <li>SSN: enter traveler's social security number.</li> <li>Last Name</li> <li>First Name</li> <li>Middle Initial</li> <li>Address: for all travelers, the address will be Direct Deposit (ACH).</li> <li>City and State: Type the traveler's "residence" city and state.</li> <li>Present Station: enter traveler's "work location" city and state.</li> <li>Organization: select drop down arrow and select the two-digit identifier for your agency.</li> <li>Click . Must Set Org to be able to choose a routing list.</li> <li>Title/Rank</li> <li>Charge Card: use drop down arrow and select Card Holder, Declinee or Infrequent Traveler.</li> <li>Routing List: use drop down arrow and select a Routing list from the list (designates to whom the document will be electronically routed for approval).</li> <li>Enter Emergency contact information (Optional).</li> <li>Email – Type in the Internet E-mail Address where you want notices to be sent.</li> </ul>
3.	<p>Use the scroll bar to advance to the Duty Station window or click on the Duty Station icon. Complete the following fields:</p> <ul style="list-style-type: none"> <li>Agency - Enter agency name (Optional)</li> <li>Unit - Division/Branch (Optional)</li> <li>Number of Work Hours and Time Zone fields.</li> <li>Duty station address, telephone, fax, mail code, clearance (optional, except telephone)</li> <li>Authorizing Official's Name and Title – This name will appear on the travel document if a paper copy is printed. (Optional)</li> </ul>
4.	<p>Use the scroll bar to advance to the Account Information window or click on the Account icon.</p> <ul style="list-style-type: none"> <li>Click the Search button to choose a default accounting code. Select the correct accounting from the list by clicking on the highlighted accounting label.</li> </ul> <p>NOTE: due to accounting classification issues, it is not recommended that the default accounting be set in the Personal Information.</p>
5.	Traveler Preferences window information is optional.
6.	Scroll to bottom of the Add Traveler Window. Note that the Save Changes to permanent traveler information box is checked.
7.	Click OK to save the traveler information to the Travel Manager database.
8.	Call 304-480-3505 to request Traveler be added to your security group.
9.	<p>Submit TM access form to ARC Support Desk to obtain Traveler's login UserID and temporary password. The access form can be obtained at the ARC customer web page.</p> <p>NOTE: This is a good time to send the credit card application to your Administrator and ACH (Direct Deposit) Information to the ARC Travel Services for a new traveler as well.</p>

## Viewing TM Routing Lists:

Step	Action
1.	Login to Travel Manager.
2.	<p>Click the Setup icon . Click on the Routing Lists heading on left hand side of screen. Click on the highlighted Routing List name to review names. These persons will be required to electronically sign and approve the travel documents routed to them when this list is selected.</p>
3.	Review the names listed to determine if the personnel identified are the appropriate approving officials for the traveler being added or the document being prepared.